



MISSISSIPPI STATE DEPARTMENT OF HEALTH

November 24, 2020

MEMORANDUM

TO: Janitorial Services Vendors

FROM: Jennifer Dotson, Director
Support Services/Purchasing

AMENDMENT #1 TO RFx 3160003990 MSDH Janitorial Services IFB

Corrections/changes have been made to the Scope of Services (Attachment 1) for the above mentioned RFx 3160003990 due on December 10, 2020.

Additional information has been added concerning the buildings/facilities included in this IFB such as cleanable square footage, percent of carpet/tile in each building/facility, daily and weekly tasks to be performed in Parking Garage, addition of a day porter for the Osborne and Underwood building, deletion of some of the specific cleaning tasks, etc.

Enclosed are revised pages 18, 19 and 20, Scope of Services (Attachment 1). Please replace pages 18, 19 and 20 in the original IFB packet with these revised pages. Compare the original pages with the revised pages for complete changes/additions to the IFB.

Please include a signed copy of this amendment with your bid submission.

SCOPE OF SERVICES ATTACHMENT 1

RFX 3160003990 Janitorial Services Mississippi State Department of Health

Period of Performance – During typical business hours of 8:00 a.m. – 5:00 p.m.

Five days a week for the following buildings – Osborne, Underwood, Public Health Lab and Parking Garage, 570 E Woodrow Wilson, Jackson, MS

Three days a week for the following buildings – Radiological Health and Pharmacy/Print Shop
3156 Lawson Street, Jackson, MS

Pricing will include labor and equipment for cleaning.

Vendor to supply trash carriers for transport to dumpsters.

Vendor to supply labor and equipment necessary to perform the tasks assigned.

MSDH to supply all paper, plastic and soap unless other arrangements are made.

In addition, provide Day Porter services from 8:00 a.m. – 5:00 p.m. for the Osborne and Underwood buildings.

For a tour of the MSDH buildings/facilities, contact Jesse Spain at jesse.spain@msdh.ms.gov

Building/Facilities Cleanable Areas Square Footage:

Osborne	- 75,000	Carpet 90% Tile 10%
Underwood	- 53,000	Carpet 60% Tile 40%
Public Health Laboratory	- 49,000	Carpet 0% Tile 100%
Parking Garage	- 2,040	Carpet 0% Tile 100%
Radiological Health	- 3,188	Carpet 5% Tile 95%
Pharmacy/Print Shop	- 9,300	Carpet 60% Tile 40%

The following general services are to be provided in areas such as offices, corridors, lobbies, conference rooms, public common areas, reception areas, mail rooms, stairwells, elevators, etc.:

DAILY

- i. Dust and/or spot clean furniture and furnishings
- ii. Empty wastebaskets, trash cans, and install new liners as needed
- iii. Vacuum and spot clean all carpeting
- iv. Clean entrance glass doors
- v. Spot clean walls and light switch covers
- vi. Dust mop and wet mop tile floors
- vii. Clean and disinfect water fountains
- viii. Wipe chairs and tables
- ix. Perform other like tasks as required by the Agency

WEEKLY (as required by the agency)

- i. Polish all wood surfaces, such as desk tops, credenzas, tables, bookcases, etc.
- ii. Vacuum upholstered furniture and spot clean all carpeting
- iii. Dust wall décor
- iv. Damp wipe stairwell railings
- v. Wet mop stairwells, stair treads, and landings
- vi. Clean elevator handrails and switch panels

The following general services are to be provided in all restrooms:

DAILY

- i. Clean and disinfect commodes, urinals, and water basins
- ii. Empty wastebaskets and install new liners as needed
- iii. Clean and dry polish mirrors
- iv. Spot clean walls and partitions
- v. Sweep and wet mop floors with disinfectant
- vi. Replenish supplies as needed
- vii. Refill all dispensers as needed
- viii. Clean and polish bright metal works
- ix. Perform other like tasks as required by the Agency

The following general services are to be provided in all
break rooms:

DAILY

- x. Empty wastebaskets, trash cans, and install new liners as needed
- xi. Clean all chairs and tables
- xii. Sweep and wet mop floors
- xiii. Spot clean walls and doors
- xiv. Clean and disinfect water fountains
- xv. Clean tops of trash barrels
- xvi. Replenish napkin holders
- xvii. Clean fixtures and Clean push and kick plates on doors
- xviii. Perform other like tasks as required by the Agency

The following tasks shall be performed on a monthly basis in all areas as required by the Agency:

MONTHLY

- xix. Perform other like tasks as required by the Agency
 - a. Dust low and high ledges, tops of door frames as well as window sills, moldings, shelves, and blinds

- b. Dust mop and vacuum vents and grills
- c. Remove spider webs
- d. Spot clean exterior entrance walls
- e. Buff and polish all non-carpeted floors

REVISED 11/24/2020 Page 20

The following tasks shall be performed in the Parking Garage as required by the Agency:

DAILY

- xx. Empty trash cans and install new liners as needed
- xxi. Clean entrance glass doors to all landings and stairwells
- xxii. Dust mop and wet mop tile floors in landings and elevators

WEEKLY

- xxiii. Clean elevator handrails and switch panels
- xxiv. Damp wipe stairwell railings
- xxv. Wet mop stairwells, stair treads and handrails

1. The Contractor shall, with respect to all janitorial workers provided to the Agency:
 - a. Assign a Contractor Account Representative to work directly with the Agency Representative;
 - b. Designate a contact person available twenty-four (24) hours daily for communication with the Agency, if required;
 - c. Administer and maintain all employment and payroll records, payroll processing, and payment of payroll checks and taxes, including the deductions required by State, Federal and local laws such as social security and withholding taxes;
 - d. Make all unemployment compensation contributions as required by Federal and State laws and process claims as required;
 - e. Maintain a pool of janitorial workers sufficient to meet the Agency's needs within forty-eight (48) hours;
 - f. Ensure that the janitorial worker reports to work at the time and place specified by the Agency;
 - g. Ensure all janitorial services are provided during the hours specified by the Agency;
 - h. Replace, at no additional expense to the Agency, any worker not performing satisfactorily within forty-eight (48) hours;
 - i. Abide by all ordinances and laws pertaining to the Agency's operation and secure all required licenses and permits;
 - j. Perform all services provided in the contract between the Contractor and the Agency in accordance with customary and reasonable industry standards.



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**MISSISSIPPI STATE DEPARTMENT OF HEALTH
MAGIC RFx#3160003990
for
Janitorial Services**

Solicitation Questions and MSDH Answers

QUESTIONS		ANSWERS
1.	Who is the current Janitorial Contractor?	Professional Building Services
2.	How long has the current Contractor held the Contract??	7/1/2020
3.	How much is the current Contractor being paid monthly? Yearly?	Current contract was for six months for total of \$58,200
4.	Are there any changes in the current Contract in comparison to the new Contract requirements or specifications?	Yes, we are requesting more services be performed by the new contractor.
5.	What are the total square footage of the areas to be cleaned, how much of the areas consist of carpet, how much consist of hard surface or tile flooring?	Underwood 53,000 Carpet 60% Tile 40% Osborne 75,000 Carpet 90% Tile 10% Public Health Laboratory 49,000 Carpet 0 Tile 100% Parking Garage 2,040 only pick up trash and clean elevators and landings Radiological Health 3,188 Carpet 5% Tile 95% Pharmacy 9,300

QUESTIONS		ANSWERS
		Carpet 60% Tile 40%
6	Are the exterior windows that need cleaning high level window and about how many feet and would you know how many total windows there are?	We are removing this from the IFB. See amended IFB.
7.	I read that the Period of Performance is from 8 am to 5 pm, therefore will night cleaning service not be required or is it required?	No, we wish the cleaning to be done during business hours.
8.	Can you tell me the square footage for the building that needs to be cleaned?	See question 5
9.	Do you want a day cleaner to remain on site all day from 8 am to 5 pm?	Yes, for Osborne and Underwood buildings only.
10.	Can you tell me how much you are currently paying now to have this service done?	The current contract is not performing all the required services.
11.	Has there been any changes in the scope of work or building sizes since this contract was last bided out?	No change in building size and see questions 4 and 5.
12.	Do you anticipate extending the bid due date?	No
13.	What additional details are you willing to provide, if any beyond what is stated in Bid documents concerning how you will identify the winning bid?	None, the bid explains the evaluation process.
14.	Was this bid posted to the nationwide free bid notification website at www.mygovewachh.com/free ?	No
15.	Other than your own website, where was this bid posted?	State of Mississippi Transparency Web site.
16.	Item 3.1 Insurance -mentions a fidelity bond with minimum limits of twice the amount of the yearly contract. We have a \$1Million crime/employee dishonesty policy, is this acceptable instead of the fidelity bond?	Yes, as long as the policy is the dollar amount equal to what is required by IFB.
17.	We would request the total cleanable square feet details of the two facilities?	See question 5
18.	We shall provide day porter services at each location between 8 am to 5pm. Does this	Yes, see question 9.

QUESTIONS		ANSWERS
	include a one-hour lunch, so we will actually be performing services for eight working hours each day?	
19.	The extra floor care service semi-annually and annually, can these services be performed after hours?	We are removing this from the IFB. See Amended IFB.
20.	Can you please clarify the “weekly rotation electrostatic spray disinfecting of high traffic areas”?	We are removing this from the IFB. See Amended IFB.
21.	<u>How ill this rotation be determined? We cannot safely accomplish this service with people in the area, so I am concerned about doing this between 8 am and 5pm?</u>	We are removing from the IFB. See Amended IFB.
22.	<u>Need Breakdown of floor types for each location</u>	See question 5
23.	<u>Do you have floor plans for each location?</u>	No
24.	<u>What is the total number of sq. ft for all buildings withing the contract?</u>	See question 5
25.	How many sq ft of tile/or carpet that will need to be stripped and waxed or shampooed?	We are removing this from the IFB. See Amended IFB.
26.	How many man hours are being used to fulfill the statement of work for all buildings?	MSDH does not maintain this information and therefore cannot answer this question.
27.	What is meant about weekly rotation for electrostatic spraying? Will the buildings be on a schedule of some sort? How Often will each facility need to be spayed?	We are removing from the IFB. See the Amended IFB.
28.	Please confirm if the print shop, located within the Pharmacy building, is included in this bid.	Yes, it is included as part of pharmacy information.
29.	Please confirm if parking garage is included in this bid(i.e. empty trash receptacles, clean stairwells/elevators, ect.)	Yes
30.	Please provide the approximate square footage of areas to be serviced under this bid by facility.	See question 5
31.	Please confirm if the contractor will provide electrostatic spray disinfecting services in all the facilities identified in the bid.	We are removing this from the IFB. See Amended IFB.

QUESTIONS		ANSWERS
32.	Could you provide us with the square footage for each building?	See question 5
33.	Do you have the total square footage of all waxable floors?	See question 5 for breakdown of percentage of floor types.
34.	OD have the total square footage of all carpeted floors?	See question 5 for breakdown of percentage of floor types.